

**DCF 252.41 Operational requirements for day camps.**

(1) ADMINISTRATION. The licensee shall do all of the following:

- (a) Comply with all laws governing the camp and its operation.
- (b) Comply with all requirements in this chapter.

(c) Designate, in writing, as part of the application under s. DCF 252.05(1), a Wisconsin resident who is responsible on behalf of the licensee for ensuring compliance with all requirements in this chapter, if the licensee resides in another state.

*In circumstances where Migrant Councils operate licensed programs in Wisconsin on a seasonal basis, the person representing the Migrant Council may be considered to be a Wisconsin resident during the period of time that program operates in Wisconsin. The Wisconsin residence address must be provided.*

(d) Meet, upon request, with the licensing representative on matters pertaining to licensing.

(e) Provide documentation of insurance coverage by the submission of a certificate of insurance reflecting current dates of coverage for:

*A licensee must submit proof of insurance coverage to the department prior to a license being issued. An insurance binder has the same intent as a certificate of insurance but may be issued by the insurance company prior to initial licensing and be accepted until the certificate is issued.*

*The department may be listed as a certificate holder so automatic notice will be sent to the department if coverage is canceled by the insurance firm or subsequent coverage is not obtained through failure of the licensee to pay the premiums. If required insurance coverage is not maintained, a non-compliance statement will be issued.*

*Day camps operated by the University of Wisconsin system are not required to submit certificates of insurance to the department since coverage is provided by statute for programs, employees and agents.*

1. General liability insurance which provides coverage with limits of not less than \$25,000 for each person and total limits of \$75,000 for each occurrence.

2. Vehicle liability insurance, when transportation is provided, with minimums no less than those specified in s. 121.53, Stats.

*Vehicles that are owned by the licensee and used to transport children must be covered by vehicle liability insurance.*

3. Non-owned vehicle liability insurance when transportation is provided by other than camp-owned vehicles.

*Examples of non-owned vehicle transportation are:*

- *Children transported in personal vehicle of employee for field trip, portal-to-portal or for emergencies.*
- *Children transported in personal vehicles of parents or other persons for field trips.*
- *Children transported in vehicles donated by other agencies, but not owned by the center, such as churches, community groups, the Red Cross.*
- *Children transported in vehicles that are owned by a bus or private transportation company.*

*The Commissioner of Insurance has recommended that camps carry a non-owned vehicle liability policy/rider even when the camp only uses public transportation for field trips or portal-to-portal transportation.*

*Non-owned insurance coverage may be obtained as a rider to vehicle insurance coverage, or may be obtained as an extension to general liability coverage without vehicle insurance coverage, but must specifically appear on the certificate as such. A common practice of insurance carriers is to issue a multi-peril policy covering general liability, property and non-owned vehicle coverage.*

*If parents provide transportation for a field trip during the licensed hours, the camp must have non-owned insurance coverage unless each child is transported by his/her own parents.*

*If transportation is chartered or contracted with a bus or private transportation company, the licensee must ensure that there is adequate liability coverage. The camp must have non-owned vehicle liability insurance in addition to any insurance carried by the charter or transportation company.*

**252.41(1)(e)4.**

4. Specific adventure-based activities identified in s. DCF 252.44(13) when offered as part of the camp program.

(f) Develop written policies and procedures on the following subjects, submit them to the department for review and implement them:

*Policy review will consist of ensuring that policies address all required subjects and that they do not conflict with licensing rules. If policies are not specific, the policy will be sent back to the licensee for further clarification. The Policy Checklist – Day Camps is available to assist in writing policies.*

*Copies of policy changes must be submitted to the department at the time the policy is changed. Licensees are reminded at continuation that if they have not previously submitted policy changes, they should do so with the continuation materials. The Policy Checklist – Day Camps must be sent to the department at the time the policies are submitted for review.*

*Day camps should periodically review their existing policies and procedures to determine whether they conflict with the licensing rules (including revisions to the rule that took effect on January 1, 2009) or to determine whether any changes are required to reflect current procedure. Any conflicts must be resolved.*

*When licenses are continued between January 1, 2009, and January 1, 2011, all centers must submit a copy of the Policy Checklist – Day Camp at the time of continuation.*

*Programs will be cited for a non-compliance if they fail to follow the center policies.*

*Policy checklists are available from the department's website: [www.dcf.wisconsin.gov](http://www.dcf.wisconsin.gov).*

1. Discharge of enrolled children.

*At a minimum, it is recommended that the discharge policy include center-initiated discharge of a child and parent-initiated discharge of a child.*

*If the child's discharge is in accordance with the camp's written policy, it is not a licensing issue.*

*Circumstances the licensee establishes for discharging a child are acceptable except those which would be a violation of state and federal laws.*

*Note: Under the state public accommodation law, s. 101.22, Stats., federal statutes and regulations related to use of federal funding, local anti-discrimination ordinances and DCF 252.07 (1), denying care on the basis of race, handicap, religion or certain other characteristics is illegal.*

*Americans with Disabilities Act discrimination issues should be referred to: ADA CIVIL RIGHTS DIVISION, US DEPT OF JUSTICE, PO BOX 66738, WASHINGTON DC 20035-9998, (202) 514-0301.*

*Enrollment discrimination should be referred to: Department of Workforce Development (DWD) Equal Rights Division - (608) 266-6860.*

*If the child care fees are paid by public funds, the parent should direct discrimination issues to the funding agency.*

2. Fee payments and refunds.

*Dollar amounts (fees) do not need to be included in a fee policy. Whether or not refunds are given and under what circumstances must be included. Camp requirements for payment of fees should be included, but the department does not approve or disapprove what is contained in the fee payment policy.*

3. Personnel policies including job descriptions, hours of work, lunch and break times, holidays, vacations, sick leaves, leaves of absence, probationary periods, performance evaluations, grievance procedures and the disciplinary process. The personnel policy shall also contain a procedure requiring staff to notify the licensee and the licensee to notify the department as soon as possible but no later than the next working day when any of the following occurs:

a. The employee has been convicted of a crime.

b. The employee has been or is being investigated by any governmental agency for any other act, offense, or omission, including an investigation related to the abuse or neglect or threat of abuse or neglect, to a child or other client, or an investigation related to misappropriation of a client's property.

**252.41(1)(f)3.c.**

c. The employee has a governmental finding substantiated against them of abuse or neglect of a child or adult or of misappropriation of a client's property.

d. When a professional license held by a provider has been denied, revoked, restricted or otherwise limited.

*Job descriptions for camp director, camp counselor, waterfront supervisor, health supervisor and any other positions the camp identifies (such as cook, secretary, maintenance person, driver) should be submitted.*

*Personnel policies must include each subject listed in the rule.*

*Employers should consult the Department of Workforce Development website at [www.dwd.state.wi.us](http://www.dwd.state.wi.us).*

(g) Develop, submit to the department for approval, and implement approved written policies and procedures on all the following subjects:

*Policy approval will consist of ensuring that policies address all required subjects and that they do not conflict with licensing rules. If policies are not specific, the policy will be sent back to the licensee for further clarification. The Policy Checklist – Day Camps is available to assist in writing policies. Information on how to obtain the Policy Checklist – Day Camps form is available in Appendix E.*

*Day camps should periodically review their existing policies and procedures to determine whether they conflict with the licensing rules (including revisions to the rule that took effect on January 1, 2009) or to determine whether any changes are required to reflect current procedure. Examples of policies that conflict with rules or laws include admission policies that refuse admission to children with special needs or disabilities, health policies that do not follow statutory and rule requirements for immunizations, program objectives that do not address programmatic plans for all age groups served or do not include activities that are oriented to the outdoors. Any conflicts must be resolved.*

*Copies of proposed policy changes requiring department approval must be submitted to the department before implementation of those policies. Licensees are reminded at continuation that any policy changes not previously submitted should be submitted with the continuation materials.*

*Programs will be cited for non-compliance if they fail to follow the center policies.*

1. Admission, including a procedure to contact a parent if a child is absent from the camp without prior notification from the parent.

*See DCF 252.42 (2) (a) 2. – REVIEW OF CAMP POLICIES AND PROCEDURES DURING PRE-CAMP TRAINING. Procedure must include how and when parents will be notified, including how long after a child's normal or scheduled starting time the notification will be attempted (e.g., child is scheduled to arrive at 7:30 a.m., camp waits until 9 a.m. to notify parent if child did not arrive.). The procedure does not require that the camp talk with or track down a parent to notify. Messages can be left on an answering machine or voice mail or with an emergency contact person. It is recommended that the camp document attempts to notify a parent.*

*If camp provides transportation services from home to camp, the procedure should address how the camp is to be notified that a child is not attending that day (e.g., sign in window of the home that child is not attending, prior notification to the center that child not attending, a second adult on the vehicle walks to the door to pick up the child, told at the door that child is not attending, etc.). If the center is not notified that a child will not attend, the parent must be notified if the child does not arrive at the camp pick-up area as expected.*

2. Program objectives and a description of activities designed to carry out the program objectives.

3. Transportation if children may be transported to and from the camp or for field trips. The policy shall include a procedure to ensure that no child has been left unattended in a vehicle.

*See DCF 252.42 (2) (a) 2. – REVIEW OF CAMP POLICIES AND PROCEDURES DURING PRE-CAMP TRAINING and DCF 252.09 (3) (i) – PROCEDURE TO ENSURE THAT ALL CHILDREN HAVE EXITED A VEHICLE AFTER TRANSPORTATION.*

*Procedure should include how camp will ensure that all children have exited the vehicle into the physical care of a staff person or other responsible person (e.g., physical walk through of the vehicle, alarms at the rear of the vehicle that require a person to walk to the back to manually shut off alarm, check off list of children who are on the vehicle and who have left the vehicle and been delivered to a caregiver) whether children are transported in camp-owned vehicles or camp-contracted transportation.*

**252.41(1)(g)4.**

4. Plans to be followed in the event of a fire, tornado, missing child or other emergency. If an open-sided shelter is used as a base camp, the plan shall identify the location of a designated tornado shelter and the procedure to ensure the camp receives information about tornado watches or warnings. The plan shall include a procedure to ensure that children reach the tornado shelter in a timely fashion.

*For more information on contingency plans, see:*

- Wisconsin Emergency Management <http://emergencymanagement.wi.gov>
- Child Care Information Center, 2109 S Stoughton Rd., Madison, WI 53716, <http://www.dpi.state.wi.us/ccic/> or toll free at 1-800-362-7353.

5. The plan for providing pre-camp training to staff.

*See DCF 252.42 (2) – STAFF TRAINING REQUIREMENTS*

6. The plan for supervising children during water activities and waterfront activities including emergency procedures to be carried out if a child participating in water activities cannot be found.

7. Child guidance, including ways to manage crying, fussing or distraught children.

*See DCF 252.44 (2) – GUIDING CHILDREN'S BEHAVIOR*

8. Health, including procedures to be followed when there is contact with animals.

*It is recommended that children wash their hands after touching an animal. If soap and running water is not immediately available, soap and water-based wet wipes or hand sanitizer may be used until running water is available.*

*See DCF 252.44 (6) (e) 5. – AUTHORIZATION FOR A CHILD OVER AGE 8 TO CARRY MEDICATION AND MEDICAL DEVICES and DCF 252.41 (4) (b) – LOGGING IN THE MEDICAL LOG BOOK. It is recommended that the center health policy address the procedure to be followed if a parent and a child's physician authorize the child to carry and self-administer medication to be used in a life-threatening situation.*

*See DCF 252.44 (6) (e) 6. APPLICATION OF SUNSCREEN AND INSECT REPELLENT. It is recommended that the center health policy address the procedure to be followed when a parent authorizes a child to apply sunscreen or insect repellent.*

*It is recommended that the application of lip balms (for example, ChapStick or Blistex) be included in the center health policy.*

9. Nutrition.

(h) Make available to the parents, on request, a copy of the applicable parts of this chapter and a copy of the child care policies of the camp. Personnel, in-service training and orientation policies need not be included.

(i) Ensure that all published statements such as brochures and publicity are accurate.

*See commentary under DCF 252.05 (3) (a) relating to how a camp may be licensed when there are separate groups of children and one part of the camp is licensed and another is not. Any publications should clearly reflect the actual licensing arrangements i.e. licensed vs. non-licensed sections.*

(j) Include a reference to the religious component in any publicity and program objectives if religious training is part of the camp program. This information shall be shared with parents.

(k) Post the day camp license at the base camp in an area visible to parents and the public.

(L) Post next to the day camp license the results of the most recent licensing inspection, including any rule violations cited by the department and any notice of enforcement action, including license revocation or denial, and any stipulations, conditions, or exceptions that affect the license.

*The Non-compliance Statement & Correction Plan or Compliance Statement shall be posted until the next Non-compliance Statement and Correction Plan or Compliance Statement is issued.*

*Enforcement actions include but are not limited to order, forfeiture, summary suspension, closing of intake.*

**252.41(1)(m)**

(m) Ensure that any action, by commission or omission, or any condition or occurrence relating to the operation or maintenance of the day camp does not adversely affect the health, safety or welfare of any child under the care of the licensee.

(n) Submit to the department by the department's next business day a completed Background Information Disclosure form and appropriate caregiver background check fees when there is a change in board chairperson or a person aged 10 and above becomes a camp household member.

(o) Submit to the department by the department's next business day a completed Background Information Disclosure form for each current camp household member who turns age 10.

**Note:** For more information about caregiver background checks refer to the administrative rule under ch. DHS 12. Information on how to obtain a copy of the Background Information Disclosure form is available from the department's website, <http://dcf.wisconsin.gov>, or any regional licensing office in Appendix A.

(p) Submit a written delegation of administrative authority signed by the licensee. The delegation of administrative authority shall describe the organizational structure of the camp and identify by position or name, those person on the premises of the camp who are in charge of the camp for all hours of operation.

**(2) REPORTS.** The licensee shall report to the department all of the following. If the report was made via telephone, the licensee shall submit a written report to the appropriate regional licensing office within 5 business days. Fax, e-mail and letter are acceptable ways of filing a written report:

*The licensing specialist will review any report made and may conduct a follow-up investigation to determine whether licensing violations occurred or a situation exists that has the potential to cause harm to a child. The follow-up investigation may involve a site visit, review of additional documentation submitted by the licensee, review of police reports or county investigations or interviews with staff members or parents. After completing any necessary investigation, the licensing specialist will indicate the results of the investigation in the licensing checklist and issue a statement of non-compliance if a violation occurred. Additional enforcement action may be taken after consultation with the licensing chief or supervisor.*

(a) The death of a child in care or any accident or incident that occurs while the child is in the care of the camp that results in professional medical treatment, within 48 hours of the licensee becoming aware of the medical treatment.

**Note:** The licensee may use either the department's form, Child Care Accident Report, or the licensee's own form to report accidents. Information on how to obtain forms is available from the department's website, <http://dcf.wisconsin.gov>, or any regional licensing office in Appendix A.

*Accident Reports must be submitted to the department when a child is seen by a medical professional for evaluation and/or treatment —such as from a doctor, dentist, etc.—for an injury or incident at the camp.*

(b) Any damage to the base camp which may affect compliance with this chapter within 24 hours after the occurrence.

*This includes report of fires that require the services of the fire department and other disasters such as boiler explosion, car driving through and into buildings, flooding, tornado damage, roof collapse, etc.*

*See DCF 252.05 (6) – SUMMARY SUSPENSION OF A LICENSE.*

(d) A change of the day camp director, within 7 days after the change.

(e) Statistical data required by the department on forms provided by the department.

(f) Any known convictions, pending charges or other offenses of the licensee, day camp employees or other persons subject to a caregiver background check which could potentially relate to the care of children at the camp or the activities of the camp by the department's next business day.

*See Appendix G Resource List, Caregiver Background Checks - Requirements for Child Care Centers for more information.*

**252.41(2)(g)**

(g) Any suspected abuse or neglect of a child by a staff member that was reported under s. DCF 252.07(3)(a) or any inappropriate discipline of a child, including any incident that results in a child being forcefully shaken or thrown against a surface, hard or soft, by a staff member during the child's hours of attendance, within 24 hours after the occurrence.

(h) Any incident involving law enforcement within 24 hours after the occurrence in which any of the following occurs:

1. A licensee, a household member or an employee of the camp is involved in an incident that causes, or threatens to cause, physical or serious emotional harm to an individual, including a child in the care of the camp.

2. A person responsible for transporting children is involved in a traffic-related incident.

*See Appendix G Resource List, Caregiver Background Checks – Requirements for Child Care Providers for more information.*

(i) Any change in room usage in the base camp, such as using rooms or areas not previously approved for use by children at least 20 working days prior to the change. Changes in room usage shall be approved by the department prior to the change.

(j) Any incident related to a child who leaves the premises of the camp without the knowledge of a counselor or any incident which results in a counselor not knowing the whereabouts of a child in attendance at the camp within 24 hours after the occurrence.

(k) If requested by the department, a plan of correction for cited violations of this chapter or ch. 48., Stats., in a format specified by the department. The department shall receive the plan of correction by the date the department specifies and the plan shall be approved by the department licensing representative.

**Note:** The licensing representative will notify the licensee if a plan of correction is required and provide the plan of correction format with the notification.

(L) Any construction or remodeling on the premises that has the potential to affect an area accessible to children or a condition of the license. Notification shall be in writing before the construction or remodeling begins.

**Note:** It is recommended that the licensee check with the local municipality to determine whether a building permit is required before beginning any construction or remodeling.

**(3) STAFF RECORDS.** The licensee shall:

(a) Maintain a file on each employee which is available for examination by the licensing representative. Each employee's file shall include all of the following:

*Files for staff members must be available on the employee's first day of work. At the time of initial licensure, a center must have a staff file, including documentation of educational requirements, for the person who is identified as the camp director.*

*If staff records are kept at a central office location not on the premises of the base camp, the camp must request an exception. Records may be reviewed at the central office if approved as part of the exception. Licensing staff and licensees may use the Staff Record Checklist to document the results of the staff records review. See Appendix E for information on obtaining forms. Any items not present in a staff file will be cited as a non-compliance using a code key instead of using the employee's name.*

1. The employee's name, address, date of birth, education, position, previous experience in child care including the reason for leaving previous positions and the name, address, and telephone numbers of persons to be notified in an emergency.

**Note:** The licensee may use the department's form, Staff Record — Child Care Centers, or the licensee's own form for recording staff information. Information on how to obtain the department's form is available from the department's website, <http://dcf.wisconsin.gov>, or any regional licensing office in Appendix A.

**252.41(3)(a)1. Note: (continued)**

*It is not illegal to ask for age or date of birth on an employment form. It is illegal to refuse to hire someone on the basis of age if that person is 40 years or older. (Wis. Fair Employment Act 111.31 – 111.395)*

*Employers are prohibited from using age as a basis for discharging or failing or refusing to hire an individual and are prohibited from discriminating in compensation, terms, conditions or privileges of employment because of age. (Wis. Fair Employment Act) [www.dwd.wi.us](http://www.dwd.wi.us).*

2. Documentation of any pertinent certification or training required for the position; including department-approved training in shaken baby syndrome prevention and the effects of shaking an infant or young child, taken before to beginning to work with children, if the person will provide care to children under age 5 years.

3. A Background Information Disclosure form, completed before the employee's first day of employment and every 4 years thereafter.

**Note:** The department's form, Background Information Disclosure is used for reporting background information. Information on how to obtain the form is available from the department's website, <http://dcf.wisconsin.gov>, or any regional licensing office in Appendix A.

*Background Check information is not required to be kept in the individual's personnel file; however, these records must be readily available for review by the licensing specialist.*

4. A complete caregiver background check as specified in s. 48.685, Stats., and ch. DHS 12 including the results of any subsequent investigation related to information obtained as part of the background check within 60 days of employment and every 4 years thereafter.

*A complete caregiver background check (CBC) consists of:*

- *A completed Background Information Disclosure (BID) form.*
- *Report from the Department of Justice (DOJ).*
- *A letter from the State of Wisconsin, entitled Response to Caregiver Background Check which may indicate offenses (other than criminal offenses) that might affect a person's eligibility to operate or to be employed by a licensed day camp. E.g., nurse aide directory; caregiver findings of abuse or neglect of a client or misappropriation of a client's property; denials or revocations of operating licenses for child (Chapter 48) programs; rehabilitation review findings; Department of Regulation and Licensing status of professional credentials, licenses or certificates.*
- *Any subsequent investigation such as police reports, court reports, final disposition.*
- *Employment decision in writing if crimes are involved.*

*It is recommended to check circuit court access at [www.wcca.wicourts.gov](http://www.wcca.wicourts.gov), and the sex offender registry <http://offender.doc.state.wi.us/public/>, as they may contain additional information.*

*If the BID reveals no barred offenses, the person may begin working with supervision immediately.*

*Caregivers cannot work without supervision until the CBC is completed. It is recommended that the licensee complete the CBC as soon as possible after hiring a new employee to ensure that any necessary investigation can be completed within the 60-day time frame. Employees who have resided outside of Wisconsin within the past three years will need to have a CBC completed in that state. This is accessible through the Department of Justice website: [www.doj.wisconsin.gov](http://www.doj.wisconsin.gov)*

*For additional information see Appendix G Resource List, Caregiver Background Checks – Requirements for Child Care Centers.*

*A release of confidentiality form or other consent form is not required to request criminal records from the Criminal Investigation Bureau of the WI Department of Justice.*

*If a camp employee is less than 18 years of age, a completed Background Information Disclosure form shall be submitted to the regional licensing office with the appropriate fee. The department conducts the caregiver background check on the minor.*

5. Documentation of successful completion of pre-camp training.

**Note:** The licensee may use the department's form, Pre-camp Training Documentation — Day Camps, or the licensee's own form to document the successful completion of pre-camp training. Information on how to obtain the department's form is available from the department's website, <http://dcf.wisconsin.gov>, or any regional licensing office in Appendix A.

**252.41(3)(a)6.**

6. Documentation of the days and hours worked when the person was included in the counselor-to-child ratio.

*Documentation of the days and hours when a person was included in the counselor-to-child ratio is not required to be kept in the individual's personnel file; however, these records must be readily available for review by the licensing specialist.*

*This documentation could be employee time sheets, attendance records, etc.*

(b) Maintain a listing at the base camp of the name, address, and telephone number of the person to be notified in the event of an emergency involving an employee.

(c) Maintain a staff record which meets the requirements specified in par. (a)1. to 6. for each student teacher or person who works at the camp and is compensated from sources other than the camp.

*This does not include personnel from agencies employed to come into the camp and offer a service, such as gymnastics or computer training.*

**(4) CHILDREN'S RECORDS FILES.**

(a) The licensee shall maintain at the camp, a current written record for each child enrolled at the camp. The record shall be on file before the child's first day of attendance and updated annually. The licensee shall make the record available to the licensing representative. Each child's file shall include all of the following:

*Each child must have a file at the camp that contains the items required in this subsection. If a camp chooses to develop and use its own forms, all the information specified in the rule is required to be collected. The licensee and the licensing specialist may use the Child Record Checklist – Day Camp to document the results of a child's record review. See Appendix E for information on forms.*

*Administrative rules do not relate to the office management or record-keeping techniques of a camp. Required records must be maintained for the length of time the child is enrolled, be on the premises for children in care and be available to the licensing specialist for review. A file or folder is not required. However, all records relating to one child should be kept together in one place.*

*It is recommended that a camp retain a child's file for 3 years after the child has permanently left the program.*

1. Pre-admission and enrollment information consisting of:

- a. The name and birthdate of the child.
- b. Names and contact information for the child's parents.
- c. The child's home address and telephone number.
- d. Address and telephone number where a parent can be reached while the child is in care.
- e. Name, address, telephone number and relationship to the child of the person to be notified in an emergency, when a parent cannot be reached immediately.
- f. Names, address and telephone number of the physician or medical facility caring for the child.
- g. Names, addresses and telephone numbers of persons authorized to pick-up the child or to accept the child who is dropped off.

*If a parent prefers not to authorize other persons to call for a child, "parents only" or "mother/father only" must be stated in the record. However, one parent may not limit the other parent's access to the child without a court order on file at the camp.*

h. Dates of camp session in which the child is enrolled.

2. Consent from the parent for emergency medical care or treatment;



**252.41(4)(a)2.Note:**

**Note:** The licensee may use either the department's form, Child Care Enrollment, or the licensee's own form to obtain consent of the child's parent for emergency medical treatment. Information on how to obtain forms is available from the department's website, <http://dcf.wisconsin.gov>, or any regional licensing office in Appendix A.

*In situations where the parent refuses to sign an emergency form for religious reasons, the parent should be requested to sign an authorization granting permission to the center for immediate first aid measures which seem essential and which would temporarily alleviate the situation. This could include calling 911 or taking the child to a professional health site. Efforts should continue to be made to contact the parent or Christian Science Practitioner who may be listed as physician.*

*Source: Christian Science Committee on Publications for Wisconsin, 414-276-2611.*

3. Authorization from the parent to transport the child to and from the camp, when transportation is provided;

**Note:** The licensee may use either the department's form, Transportation Permission — Child Care Centers, or the licensee's own form to obtain authorization to transport children to and from the camp. Information on how to obtain forms is available from the department's website, <http://dcf.wisconsin.gov>, or any regional licensing office in Appendix A

*See DCF 252.09 (1) (h) – EMERGENCY INFORMATION CARRIED IN VEHICLE.*

4. Authorization from the parent for the child to participate in and be transported for field trips and other activities, if these are part of the camp program;

**Note:** The licensee may use either the department's form, Field Trip or Other Activity Permission/Notification — Child Care Centers, or the licensee's own form for securing parental information. The department's form, Child Care Enrollment, also contains an authorization from the parent to participate in field trips if the camp chooses to use that form. Information on how to obtain forms is available from the department's website, <http://dcf.wisconsin.gov>, or any regional licensing office in Appendix A.

*It is recommended that emergency information including a child's contact information and emergency medical consent be carried during walking trips off the premises.*

5. Specific written informed consent from the parent for each incident of participation by a child in any research or testing project. The day camp shall obtain and make available to the department and to the parent a statement indicating the sponsor, the subject matter, the specific purpose and the proposed use of results with respect to each project;

**Note:** The licensee may use either the department's form, Informed Consent for Observation or Testing by an Outside Agency — Child Care Centers, or the licensee's own form for securing the parent's written consent. Information on how to obtain forms is available from the department's website, <http://dcf.wisconsin.gov>, or any regional licensing office in Appendix A.

6. The child's health history and any other matters relating to the child's health; on a form provided by the department.

**Note:** The department's form, Health History and Emergency Care Plan, is used for health history information. Information on how to obtain forms is available from the department's website, <http://dcf.wisconsin.gov>, or any regional licensing office in Appendix A.

*See DCF 252.44 (6) (g) – SHARING OF HEALTH HISTORY INFORMATION WITH ANY PERSON ASSIGNED TO CARE FOR A CHILD. The camp's procedure for sharing this information may include keeping a copy of form with the child.*

*It is recommended that health history forms be completed annually.*

*See DCF 252.44 (6) (h) – MAINTAINING A RECORD OF A CHILD'S IMMUNIZATIONS.*

*Children's medical records must be maintained for the length of time the child is enrolled in the camp.*

7. Authorization from the parent outlining the plan for a child to come to the camp from school, home or other activities and to go from the camp to school, home or other activities unless the child is accompanied by a parent or other authorized pick-up person.

**252.41(4)(a)7.Note:**

**Note:** The licensee may use either the department's form, Alternate Arrival/Release Agreement — Child Care Centers, or the licensee's own form for securing the parent's signed agreement. Information on how to obtain forms is available from the department's website, <http://dcf.wisconsin.gov>, or any regional licensing office in Appendix A.

8. Assessment of the child's swimming ability, if swimming is included in the program of activities.

**Note:** Either parents or the camp may assess the child's swimming ability.

(b)1. The licensee shall record in a medical log any medication dispensed to a child by a camp employee and any injury received by a child enrolled in the program on the day the medication is dispensed or the injury is received.

*See DCF 252.07 (2) (c) – CHILD'S RECORDS AVAILABLE TO PARENTS. To protect a child's confidentiality, camps are strongly encouraged to have separate entries for each child involved in an incident. When parents ask to review the medical log book, the camp should have a procedure for ensuring that a parent reviewing the record for his/her own child does not see information about another child in care.*

*In addition to providing accountability to the parents and the department, bound books and recording as specified may be admissible in court as evidence in case of civil suit.*

*The log should be kept as long as the camp is in operation. See Appendix G Resource List – Medical Log – Directions for Use.*

*See DCF 252.44 (6) (e) – MEDICATION ADMINISTRATION. If a child over the age of 7 years who is permitted to carry medication or a device to assist in a life-threatening event self administers medication, it is recommended that the camp health policy address how the counselor assigned to that child will be made aware that the child self-administered the medication and that the administration is recorded in the medical log book.*

2. The medical log shall be a book with stitched binding and lined and numbered pages. Each entry shall be recorded in ink and signed or initialed by the person making the entry. The pages in the log may not be skipped or removed.

3. The log shall be maintained for the length of time the child is enrolled in the camp.

**Note:** See DCF 252.44(6)(a) 2. for information on recording entries in the center medical log book.

(c) The licensee shall maintain a current, accurate, written record of the daily attendance and birthdate for each child enrolled in the program. If the hours of arrival and departure of the children vary, the actual time of arrival and departure for each child shall be recorded. Each record shall be maintained as long as the child is enrolled in the program.

**Note:** The department form, Daily Attendance Record — Child Care, may be used to document a child's daily attendance. Information on how to obtain the department's form is available from the department's website, <http://dcf.wisconsin.gov>, or any regional licensing office in appendix A.

*See DCF 252.42 (3) (g) – PROCEDURE TO ENSURE THAT STAFF KNOW THE NUMBER, NAME AND WHEREABOUTS OF CHILDREN IN CARE AT ALL TIMES*

*See DCF 252.41 (1) (G) 1. – ADMISSION POLICY INCLUDES A PROCEDURE TO CONTACT A PARENT WHEN A CHILD IS ABSENT WITHOUT PRIOR NOTIFICATION.*

*The daily attendance record could be a sign-in/sign-out book completed by either the parents or the center. The camp is responsible for making sure that this record is accurate. Camps may have a central sign-in/sign-out book and another method to track attendance by group or counselor.*

**(5) NOTIFICATIONS TO PARENTS.**

(a) The camp director shall notify the parents of an enrolled child of all of the following:

1. Exposure of the child to a diagnosed or suspected communicable disease reportable under ch. DHS 145. Notification shall occur when the information becomes known to the camp director.

**252.41(5)(a)1. continued**

*Communicable disease information about any named child is confidential and shall not be available to other parents.*

*The Division of Public Health Communicable Disease Chart in Appendix G Resource List lists communicable diseases that are transmitted through normal contact. Some of these diseases must be reported to the local public health department. Parents of children exposed to any reportable communicable diseases appearing on this chart must be notified of the exposure.*

*Examples of those diseases not transmitted through normal contact are HIV/AIDS, Hepatitis B and C and sexually transmitted diseases.*

*Contact your local health department for further information.*

*For further information see:*

- *Appendix G Resource List, Exclusion Guidelines for Ill Children in Child Care.*
- *Managing Infectious Diseases in Child Care and Schools, American Academy of Pediatrics, 2005.*

2. Illness or injury to the child that requires professional medical treatment. Notification shall occur immediately.

3. Minor injury to the child. Notification shall occur when a parent picks up a child or when the child is delivered.

4. When the child participates in a field trip. The camp shall provide parents with a current and accurate schedule of all the field trips prior to the trips. Changes in the schedule of trips shall be communicated to parents.

*Notification could be:*

1. *Field Trip or Other Activity Notification/Permission – Child Care Centers form or a similar camp-created form that will be used for each child on each field trip. See Appendix E for information on forms.*

**OR**

2. *A blanket permission form signed by parents that covers all field trips involving the use of a vehicle; **and** notification to the parent of the date, time and destination of the field trip for each child prior to each field trip.*

5. When a child is missing.